1 March 1965

MEMORANDUM FOR:

Chief, Logistics Services Division, OL

THROUGH

Records Management Staff SPA-DD/S

Office of Security

SSA-DD/S

SUBJECT

Extend Secure Area in Room 4C24 and Convert Room 4C26 From a Restricted Area to a Secure Area.

REFERENCES

- a. SPG Memo No. 1207, dtd 16 Nov 1964
- b. Memo For C/FI/ From C/FI dtd
  18 Feb 1965
- c. Memo From C/PSD/OS to C/LSD/OL, dtd 28 Jan 1965
- d. Memo For ADD/S From SPA-DD/S, Number DD/S 63-0950, dtd 7 Mar 1963
- l. It is requested that the secure area in Room 4C24 be extended approximately 6 feet into Room 4C26, to include the area already partitioned on that side of Room 4C26. This extension of the secure area in Room 4C24 will require the removal of the existing full height partition between Room 4C24 and 4C26 and replacing the door in the existing partition in Room 4C26 with a full height panel
- 2. It is further requested that Room 4C26 be converted from a restricted area to a secure area, and install a 10'  $\times$  10' full height cubicle within Room 4C26 with a combination lock on the cubicle door.
  - 3. For the operational necessity of the requested changes cited in paragraphs 1 and 2, please refer to references a and b.
- 4. The Office of Security will provide the requirements for extending the secure area in Room 4C24 and connecting the alarm system to control the entire area. Also, the Office of Security will provide specifications for converting Room 4C26 from a restricted area to a secure area, including the 10' x 10' cubicle which is intended to be a restricted area within the secure area in Room 4C26.

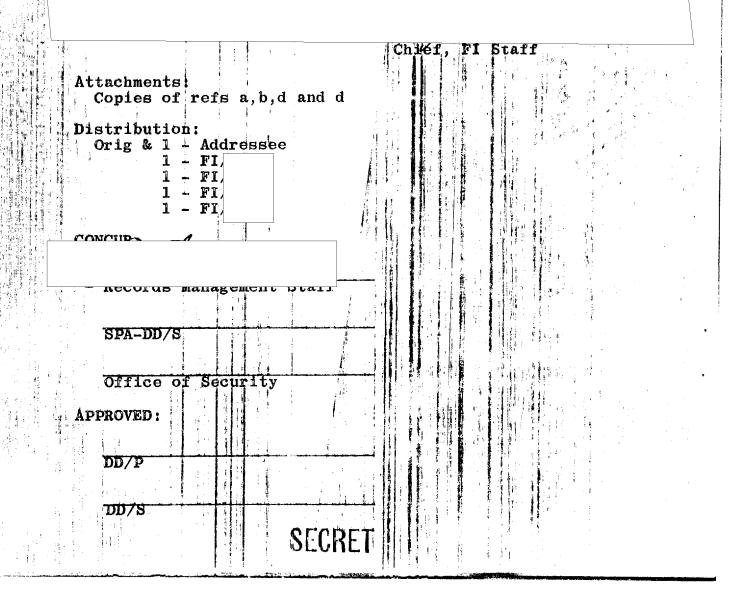
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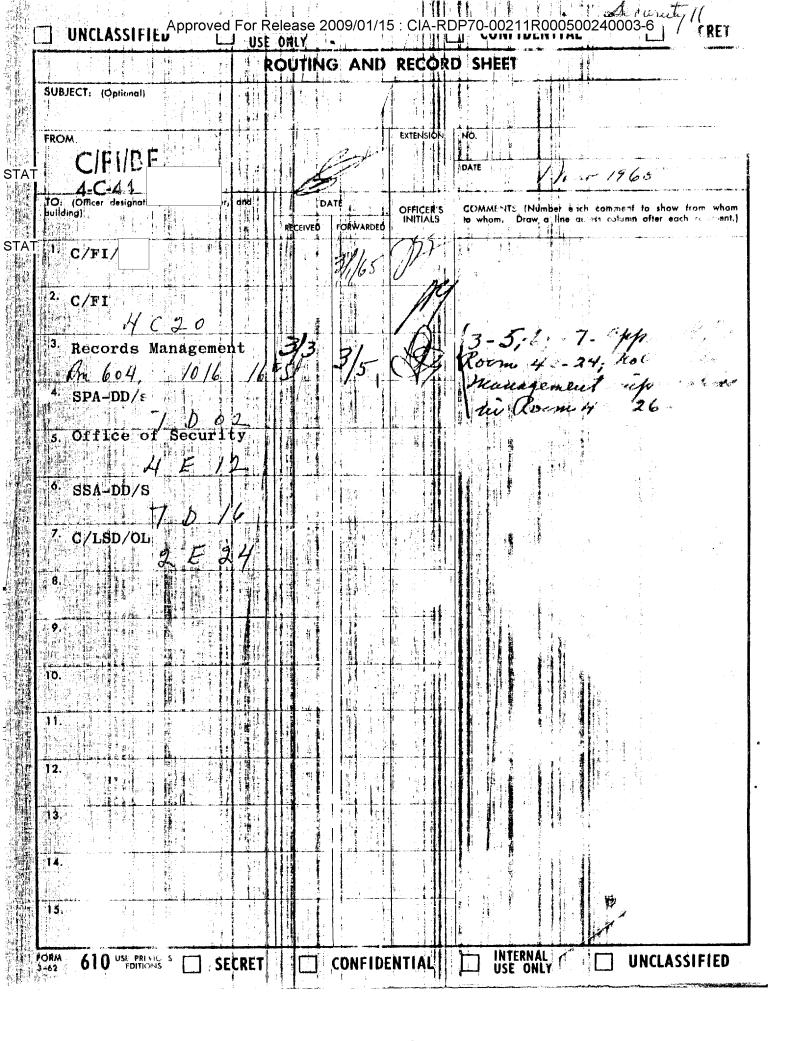
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- 5. Preliminary estimates indicate that the cost of this job will run between \$3,500 and \$4,000. Funds for these alterations will be provided by the FI Stalf.
  - 6. Attached for your information are the following:
    - a. Copies of references a, b and c, outline the operational justification for this secure space expansion and conversion of a restricted area to a secure area. Reference d is forwarded for background information regarding initial conversion within Room 4C24.
    - b. Floor plan with changes shown thereon.
- 7. For further information or possible questions regarding the above request, please contact



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KHS Approved For Release 2009/01/15 : CIA-RDP70-00211R000500240003-6 SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM UNCLASSIFIED CONFIDENTIAL SECRET CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP NAME AND ADDRESS TO DATE INITIALS 1016 16th St. 2 3 Space Allocation and Facilities Branch 1J-45, Headquarters 6 **ACTION** DIRECT REPLY PREPARE REPLY DISPATCH **APPROVAL** RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Subject: Request for Secure Area, GE-78, Hqtrs. Examination of this request indicates that this is basically a Security problem rather than a Records Management problem. Chief, Records Administration Staff FOLD HERE TO RETURN TO SENDER FROM: NAME, ADDRESS AND PHONE NO. DATE

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